



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

JOB TITLE: Accountant II (Accounts Payable) **ISSUE DATE:** 4/19/13

RANGE: (10)

DIVISION: Finance

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under general supervision, maintain various financial records in accordance with generally accepted accounting principles, process accounts payable through the Mitas System, fund checks via online banking systems, process cash receipt and disbursement entries for various mortgage programs, prepare quarterly reports for various programs such as Fire-Sprinkler, Portable Water, Mortgage Assistance Program (MAP), set up loan modifications for Smart Start Loans in Mitas servicing system, interface with internal staff and external parties, maintain vendor and escrow files, and perform other related duties as required including filing and typing.

MINIMUM REQUIREMENTS

EDUCATION / EXPERIENCE:

Four (4) year college degree in Accounting or Finance. Five (5) years of relevant experience; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

SKILLS:

Knowledge of the principles and practices of accounting functions and procedures; ability to prepare financial statements and analyze financial/ statistical information and draw appropriate conclusions; the ability to communicate effectively, orally and in writing; and the ability to establish and maintain effective working relationships with staff and the general public. Knowledge of mortgage loans helpful. Must be proficient in Microsoft Office (Word and Excel)

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.